



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING
COMMAND (AETC)**

17 March 2004

MEMORANDUM FOR SOUTHEAST REGION CAP WING COMMANDERS

FROM: Southeast Liaison Region Commander
1342 Dobbins Place (Building 727)
Dobbins ARB GA 30069-4710

SUBJECT: Revised Procedures for Air Force Authorized CAP Missions

1. In the aftermath of the AF authorized CAP missions changes discussed at the recent winter boards, CAP-USAF has been working hard to finalize processes for the review and approval of specific AF Authorized CAP missions. We realize these changes increase the efforts needed to coordinate the mission requests, and they will create some turmoil while we work out the changes. We will work closely with you and your staff to make it work. I do not anticipate the publication of a change to regulations to cover the changes to the authorization process in the near future, so I hope you will accept these as the best available guidelines. Thanks for your patience and support!

2. The following changes are effective immediately and remain in place until rescinded by another memorandum or incorporated into CAP and CAP-USAF regulations or instructions:

a. USAF Reimbursable SAR/DR training/evaluation missions and CAPR 60-2 Inspections (A5). In addition to the existing process for CAPF10's, the State Director (SD) or CAP Reserve Assistance Program (CAPRAP) Officer must review and approve a written flying schedule prior to flight. The schedule must include the names of the mission crew and passengers. The schedule should be prepared using the SELR Mission Status Form 01, Mar 04 (attached) for any aircraft flying into the mission base and should be developed in advance of the exercise, and forwarded to the SD for approval. The IC/Exercise POC is responsible to ensure the SD has approved the schedule before the mission is executed. In cases where the SD, Reservist, or Liaison Region Officers are on scene during the exercise, the schedule can be reviewed and approved by the CAP-USAF representative as part of the on-going mission planning activities. This can be accomplished on the SELR Mission Status Form 01 or on a CAP Form 99. It is important to fully appreciate that until the schedule has been approved in writing, the mission is not an AF authorized mission.

b. USAF Reimbursable CAP-AFROTC Orientation Flights (A6). The State Director (SD) must review and approve a written flying schedule prior to mission being flown. In the absence of the SD, approval may be given by the SELR/CC/DO or other CAP-USAF representative. The schedule must include the names of the CAP pilot and

AFROTC cadets. The schedule is to be prepared using the SELR Mission Status Form 01, Mar 04. The schedule must be developed in advance of the exercise, and forwarded to the SD for approval. The CAP pilot and Flight Release Officer (FRO) are responsible for ensuring that the SD or a Liaison Region officer has approved the schedule before flight. It is important to fully appreciate that until the schedule has been approved in writing, the mission is not an AF authorized mission.

c. USAF Reimbursable CAPF 5 and 91 evaluations and National Check Pilot Standardization Course (NCPSC) (A7). In addition to the existing process for CAPF10's, the SD must review and approve a written flying schedule prior to mission being flown. The following statement should be included in page two of the CAPF10 (scenario); "Prior to each CAPF's 5/91 evaluation flight, a flying schedule will be approved by the SD". The schedule must include the names of the crew and check pilot and type of check. The schedule is to be prepared using the SELR Mission Status Form 01, Mar 04. The schedule should be developed in advance of the mission, and forwarded to the SD for approval. The check pilot and FRO are responsible for ensuring that the SD or a Liaison Region officer has approved the schedule before flight. It is important to fully appreciate that until the schedule has been approved in writing, the mission is not an AF authorized mission.

d. USAF Non-Reimbursable mission, mission pilot proficiency flights and SAR/DR training and CAPF's 5/91 evaluation, NCPSC and flight clinics not flown under and AF mission number (B-12 or B17). The SD must review and approve a written flying schedule and training objective prior to mission being flown. The schedule must include the names of the crew and check pilot. The schedule is to be prepared using the SELR Mission Status Form 01, Mar 04. The schedule should be developed in advance of the mission, and forwarded to the SD for approval. The PIC, check pilot, and FRO are responsible for ensuring that the SD or a Liaison Region officer has approved the schedule before flight. It is important to fully appreciate that until the schedule has been approved in writing, the mission is not an AF authorized mission.

3. Each AF authorized mission must utilize an established syllabus or training guide. All missions must be accomplished in accordance with established CAP regulations and Federal Aviation Regulations (FARs)

////////SIGNED////////

MARK E. O'BRIEN, Lt Col, USAF
Commander
Southeast Liaison Region

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SELR Mission Status Form, Mar04 (Version 2)